

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☒ NEW POSITION ☐ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		K0227470	10. Budget Program Number 629-20211		Agency Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Special Assistant			
3. Division Family Services			12. Proposed Class Title			
4. Section Economic and Employment Services	For Use By Personnel Office	13. Allocation				
5. Unit		14. Effective Date				
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved			
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. X %	Personnel	16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM		Office	17. Audit Date: By: Date: By:			
						Position Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Sandra Kimmons	Interim Economic and Employment Services Director	K0222302

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Sandra Kimmons	Interim Economic and Employment Services Director	K0222302

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work is performed from general, outcome oriented instructions which allow for the use of independent judgment and self-directed performance. Knowledge regarding rules, regulations, policies and procedures of DCF's Economic and Employment Services (EES) are used as methods and guidelines to complete work.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	This position is responsible to perform work for the EES Director, the two Assistant Directors, and performs work in support of the central office Economic and Employment Services programs. Specialization in program area assists position carry out various tasks.
1. 30%		Attends meetings with or for EES Director, taking notes for distribution along with prioritizing resulting work; creating communication and work flow for division. Receive and review various forms of communication to the Director, applies knowledge regarding rules, regulations, policies and procedures of EES to prioritize and carry out complex administrative office support to EES Director. May analyze data from multiple sources to identify facts and take required action. Compose and prepare correspondence of sensitive nature.
2. 25%		Prepares complex and routine correspondence, reports, forms, and special projects to ensure accurate and timely communication. Preparation may include compilation of data, typing and word processing from rthand notes or composing original letters and notices. Maintains Division's organization charts. Other assignments may be from notes and/or draft material prepared by administrative or management staff.
3. 15%		Provides direct administrative support to the Hardship Committee, i.e., schedules hardship staffings, prepares packets, tracks followup, etc.
4. 15%		Conducts face-to-face or telephone interviews to screen inquiries in order to resolve issues or direct correspondent to the proper person. Answers questions, offers information or refers to appropriate administrative or professional staff for resolution. Takes detailed messages if immediate resolution is not possible, acts as receptionist to callers, greeting them upon arrival and notifying unit manager. Maintains office information and file systems to ensure timely retrieval of information. This is accomplished by filing all letters, reports and correspondence for accessibility.
5. 10%		Perform research, prepare analysis and make initial evaluations and recommendations for improvement to administrative procedures. Review and recommends technological and procedural changes to ensure compliance with policy and improve work processes. Sets up and implements office management procedures to assure smooth and efficient operation. Management procedure includes the use of logs and routing systems used both in manual and electronic forms. Assists in preparing agendas and setting up for meetings and conferences. Provides and receives training to equip people and self to perform work necessary to accomplish agency and division goals and mission. Works cooperatively and positively with other staff and public to assure goal attainment.
6. 5%		Assists the Family & Community Supports Unit with archiving of Adoption cases received from the District Courts and entering data onto the Adoption Database. Distributes copies and/or routes correspondence/material to the appropriate person.

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
N/A		

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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- (X) Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Frequent contact with professional and administrative staff from Division, Area Offices, Legislators and Legislative staff, other state agencies including the Governor's Office, and with the general public.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Stress resulting from deadlines and use of office equipment on a repetitive basis. Normal risks associated to working in an office environment.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of computer, e-mail, laser printer, telephone, fax, copier, and general office equipment.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Knowledge regarding rules, regulations, policies and procedures of DCF's Prevention and Protection Services.

Education in related Human Service fields

Experience - length in years and kind

Three years of experience in general office, clerical and administrative support work. Education may be substituted for experience as determined relevant by the agency.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date